

Drug and Alcohol Policy and Procedure

1. Purpose

The purpose of this procedure is to outline the need to maintain a safe, alcohol and drug free environment in balance with our respect for individuals. This document outlines the company's approach to the use of drugs and alcohol, specific testing procedures, support practices and disciplinary action.

2. Scope

This policy and procedure applies to all employees, visitors and contractors of All Trades Queensland (ATQ) and includes working on any Host Employer's work sites. Any employee of ATQ will be in breach of this policy if they misuse alcohol or use any illegal drugs while on ATQ, Host Employer, contractor, supplier or associated work sites. This policy also applies to the misuse and abuse of over the counter or prescribed medication. It must be noted that at all times the policy to be applied will be the strictest interpretation between this policy and that of any Host Employer's work site policy.

3. Policy

The Australian Standards 4308 and 4760 have been used as guidance only in developing these policies and procedures.

All employees are reminded that for Workplace Health & Safety reasons, the consumption of alcohol or using illegal drugs anywhere on site or while working or engaged in work-related activities including away from the ATQ or Host Employer sites (e.g. training) is expressly prohibited.

ATQ seeks to support their people in prevention education and dealing with the underlying causes of drug and alcohol abuse.

Any circumstances relating to drug and alcohol misuse will be treated with confidentiality, and will respect the employee's privacy and dignity. However, employees need to be aware that in some circumstances the Host Employer may need to be informed if safety in the workplace is affected. If the employee is under the age of eighteen years, the parent/guardian will need to be involved.

Management may allow consumption of alcohol at approved functions under the Host Employer or ATQ senior management discretion and control.

Any employee found to be consuming alcohol or using illegal drugs (or bringing alcohol or illegal drugs onto a work site for consumption) would be in breach of this policy and will be subjected to severe disciplinary action and/or termination. ATQ may also report the matter to the Police.

Any person refusing either an alcohol or drug screen will be dealt with as though he/she had returned a positive result. Any attempt to avoid, falsify or give incorrect information about an alcohol and/or drug screen will constitute serious misconduct and involve disciplinary procedures that could lead to termination.

Any employee giving an adulterated sample or a sample that does not meet the integrity standard for a testable sample will be deemed unfit to work until a urine laboratory report confirms the results. Additionally, any employee who cannot provide a testable sample for a drug screen within a reasonable time will be stood down and deemed unfit to work until they provide a negative drug test report from a suitable qualified organisation before returning to work.

For contractors and their employees or subcontractors, breach of this policy may involve a ban from company sites and/or termination of contracts and/or exclusion from tendering for any further work for ATQ.

4. Procedure

4.1 Education and Training

New employees will be informed during induction about the company's Drug and Alcohol Procedure and what is expected of them.

4.2 Reasonable Suspicion of Impairment

If an individual reasonably believes that another employee, contractor or visitor may be impaired, in possession of, or supplying illicit drugs or alcohol while in the workplace, they must inform their Host Employer Supervisor, or Work Force Officer or Manager immediately. Where management believes there is reasonable suspicion (for example there are signs of intoxication, significant decline in employee's productivity, change of behaviour, violence, mood swings, smell, emotional instability, sensory or motor skill impairment), the employee will be required to submit to a suspicion drug and/or alcohol test. Additionally the employee may be deemed unfit for work and instructed to cease work immediately.

4.3 Alcohol & Drug Testing

The standard of .02% BAC (blood alcohol content) is adopted as the standard under this policy. Alcohol testing will take place in the form of breath and/or urine testing. Breathalyser units will be calibrated in accordance with AS 3547 Breath Alcohol Testing Devices for Personal Use. Urine analysis will meet AS 4308 Testing for Drugs of Abuse in Urine.

Circumstances for Testing

Employees may be requested to undertake a test for either drug and/or alcohol use in the following circumstances:

- Testing subject to 'reasonable suspicion'
- Pre-employment testing may be a requirement of a Host Employer (held externally by approved company)
- Random testing may be implemented by ATQ, or may be a Host Employer's company procedures. Employees may be required to participate in a Host Employer's random testing while on site. No prior notice will be given of random testing. Random selection is to be based on a minimum of 10% of people on site at the time.
- Following a serious incident, or near miss, which is assessed as a medium or high risk of death or serious injury of any employee, contractor or visitor, or had the potential to cause serious harm
 - The testing procedure should be completed as soon as practicable after the event has occurred. An injured person, who requires immediate medical attention, will be tested when it is deemed appropriate by suitable trained and qualified medical personnel.
- Return to work following a positive drug and/or alcohol test
- Self-screening

Process for Testing

The testing methods that may be used are oral and urine.

- a) Testing will be administered by an external company or a trained person who is familiar with the use of the testing equipment and process.
- b) If the employee believes the result to be a false positive, they may wait 5 minutes and choose to take another test.
- c) For preliminary positive result, urine samples will be sent to a NATA accredited laboratory for testing and results confirmation.
- d) Each person has the right to privacy when taking the test and screening will take place in a private location
- e) The employee may choose a witness of their choice who is on site at the time of the test.

4.4 Positive Result

If an employee returns a positive result, they will be deemed unfit for work. In the case of a positive drug test, or a positive alcohol breath test that is above legal driving limits, the Host Employer delegate, Work Force Officer or Manager will arrange transport home for the worker, at the expense of the employee.

An employee who returns a confirmed positive drug screen must provide a negative drug screening result from a NATA accredited laboratory prior to being able to resume work. This test will be at the expense of the employee. If testing was the result of random sampling, an employee who returns a confirmed positive drug screen or a positive alcohol screen will also be tested when the next two random screenings are conducted.

For any positive tests an investigation will be conducted and disciplinary procedures will be followed. A second confirmed positive test will likely result in termination of employment.

Where an employee is found to be in possession, dealing or supplying illegal drugs, ATQ may deem that this behaviour constitutes serious misconduct, which would involve disciplinary procedures that could lead to termination of employ.

4.5 Support

ATQ encourages employees who encounter alcohol and/or drug related issues to seek advice early. Employees may seek assistance through All Trade Queensland's Employee Assistance Program (EAP) provider, at the company's expense. The EAP program allows for two visits to the counselling service, at the end of which the employee can be referred on to an appropriate community agency. Further referral will be at the employee's cost.

ATQ seeks to support their people to overcome the causes of substance abuse. ATQ will refer people who return a first confirmed positive result to undertake professional counselling. This may include referral to a rehabilitation program. ATQ will refer people to the Alcohol and Drug Information Service (ADIS) which is a government service operating throughout Australia. Professional Counsellors can provide advice and assistance in dealing with fitness for work issues surrounding drugs and alcohol.

To contact ADIS phone 1800 422 599 or 1800 177 833.

Additional support service contact details are contained in Attachment 1.

4.6 Loss of Drivers Licence from Drink Driving

Employees who lose their drivers licence will be banned for the duration from operating any other company vehicle on a public road (e.g. company car) or mobile plant on a Host Employer's site.

In such circumstances ATQ will review the employment relationship to determine whether the employee is able to fulfil their conditions of employment. This review will include whether alternative duties or Host Employers can be provided to the employee, or whether a leave of absence or employment termination is required. Workers must provide proof of re-gaining their drivers licence prior to re-commencing work.

4.7 Use of Prescription Drugs

It is not a violation of this procedure for an individual to use legally prescribed medication, however the individual is to follow the advice of their Doctor and should notify their Work Force Officer or Manager if the prescribed medication may affect their ability to perform their job.

Employees who are using prescription or over the counter medications that may cause drowsiness, (or who have any questions about the appropriateness of drugs that they are using), should contact their Work Force Officer or Manager to discuss potential impairment and safety issues and any control strategies needed.

All requests will be treated as confidential. Where the use of such drugs affects the employee, it may be determined by ATQ that it is in the best interests of the employee and co-workers that the employee is temporarily relocated into a more appropriate role where the risk of their performance being adversely affected by medication is reduced. Alternatively, a leave of absence may be required.

5. Responsibilities

All Employees, Contractors and Visitors are responsible for:

- Ensuring they are fit for work and in particular, not affected by drugs and/or alcohol.
- Raising any concerns about their fitness for work to their Manager/Supervisor or Work Force Officer. Employees are encouraged to inform management about medication that has been prescribed for them that may impair fitness for work or cause drowsiness.
- Informing the relevant Manager/Supervisor or Work Force Officer if they reasonably believe that another employee, contractor or visitor may be impaired, in possession of, or supplying illicit drugs or alcohol while in the workplace.

Managers, Work Force Officers and the Mentor shall be responsible for:

- Early identification, intervention and referral of employees with work performance problems due to alcohol or drug abuse to the Employee Assistance Program (EAP).
 - Arranging for the safe transport home of an employee following a positive test result.
 - Determining the most appropriate course of action if an employee is suspected of being impaired, in possession of, or supplying illicit drugs or alcohol while in the workplace.
 - Assisting with an investigation.
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Workplace Health and Safety Manager shall be responsible for:

- Referring and contacting the EAP counsellor as required, in consultation with the Work Force Officers and Mentor.
- Arranging for drug and alcohol tests in accordance with the relevant Australian Standards.
- Providing training for Work Force Officers and other ATQ employees regarding this procedure and ensuring induction covers this procedure.
- Assisting with an investigation.

Human Resources:

- Encourage people to seek early assistance where there are signs or suspicion of an alcohol or drug substance abuse emerging.
- Administering investigations and performance management / disciplinary action which may result where required.

6. Reference Documents

- Work Health and Safety Act and Regulations, 2011
 - AS 3547: 1997 Breath Alcohol Testing Devices for Personal Use
 - AS 4308: 1995 Testing for Drugs of Abuse in Urine
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Attachment 1:**Employee Assistance Program:**

Converge International 1300 361 008

Drug and Alcohol:

Alcoholics Anonymous
www.aa.org.au

Australian Drug Foundation 1300 858 584
<http://www.adf.org.au/>

Alcohol & Drugs 1800 888 236
24 hour counselling & referral service

Lifeline 131114
www.lifeline.org.au

Lifeline Information Service 1300 131 114
www.lifeline.org.au/infoservice

Drug & Alcohol Information Service 1800 422 599

Family Drug Support 1300 368 186
www.fds.org.au

Narcotics Anonymous 1300 652 820
